

BnO  
Admin  
22 Nov 02

BATTALION ORDER

From: Battalion Commander  
To: Distribution List

Subj: MARINE CORPS ENLISTED ADMINISTRATIVE SEPARATION (MCEAS)  
PROCEDURES

Ref: MCO P1900.16F (MARCORSEPMAN)

Encl: (1) Sample Format of "Statement of Immediate Supervisor"  
(2) Sample Format of "Contact Attempt Log"

1. Purpose. To publish the procedures and standards for the proper operation and maintenance of 3d Battalion's Marine Corps Enlisted Administrative Separation (MCEAS) program.

2. Background.

a. The MCEAS program provides the primary means for all units within Marine Forces Reserve to process and submit administrative separation packages up the chain of command on Marines who do not meet the minimum acceptable standards of proficiency or conduct.

b. The accurate and timely completion of administrative separation requests is a critical responsibility. Inherent in this duty is the commitment of our commanders and enlisted leaders to ensure the integrity of the system by giving close attention to the detailed and thorough documentation of all leadership attempts to rectify an individuals conduct or deficiencies.

c. Commanders must therefore ensure that leaders at all levels thoroughly understand and execute the appropriate administrative procedures and requirements mandated by the MCEAS program.

3. Effective Date. 1 December 2002.

4. Significant policy and administrative requirements

a. Company level actions

(1) Company Commanders may input "Draft" AdSep Packages into MCEAS but will not certify them until such time as the Battalion (I&I) Administrative Section has reviewed the package for accuracy and completeness of content. This is extremely important as the moment the original request is certified, a thirty (30) day window is opened.

During this time, the Battalion Commander must review, and if necessary, consult with the local commander prior to formulating his battalion endorsement.

(2) Company Commanders will ensure counseling is done in accordance with the reference, paragraph 6105, and recorded properly in the SRB, after the first occurrence of any misconduct or a serious offense.

(3) Company commanders will at a minimum, ensure that the deficient Marine's Platoon Sergeant and Platoon Commander complete and submit accurate and detailed "Statements Of Immediate Superiors" (Enclosure (1)). All sections and questions in these statements must be answered in excruciating detail with the specific intent of giving an accurate summary of the Marine's deficiencies, what courses of action were taken by the unit leaders to counsel and rectify, and the impact the individual Marine's attitude and conduct has had over the unit's morale, good order and discipline. These same statements must include a fair and accurate opinion of the Marine's future potential/value for further military service.

(4) Company commanders will ensure that all possible efforts to bring the deficient Marine "back into a good status" have been attempted and documented. Again, attention to detail in reporting all leadership actions is critical. **In the case of an "UnSat Participant", for each drill day missed, a Platoon Sergeant or Commander will attempt to contact by telephone and/or home visit.** The results of these attempts must be well documented (Encl (2)) with specific details, i.e., WHO made the attempt, TIME & DATE the attempt was made, WHAT MESSAGE was left (and with whom), and if the Marine was reached, WHAT INSTRUCTIONS WERE GIVEN HIM/HER, WHAT WAS HIS/HER RESPONSE, etc.

a. Once the Company begins to input a "Draft" package into the system, all statements (offending Marine, Superiors, etc) will be inserted into the MCEAS DOCUMENTS FOLDER section labeled "Statements". All other documents will be listed under the "Supporting Documents" section.

b. Only Company Commanders will sign and certify a request for administrative separation. The narrative recommendation should clearly and accurately detail the Marine's deficiencies/misconduct, show how his/her conduct negatively impacts the unit's morale and degrades it's effectiveness, and should show how much of the leaders time and efforts have been put forth in an attempt to salvage the Marine and his career.

c. It is highly recommended to include statements from family members of the deficient Marine, especially if they have taken active roles in trying to convince him/her to return to duty.

b. Battalion level actions

(1) The Battalion (I&I) Administrative Chief shall advise the Company Commanders/First Sergeants, and review and track all "Draft" and "Certified" packages. He will consult with the Company Commanders and make pertinent recommendations that will enable the packages to be submitted in a timely manner, thus allowing for a faster separation process from the BnO

Company to Division level. He will brief (weekly) the Inspector-Instructor/Battalion Sergeants Major on all "certified" packages so that the Battalion Commander may expeditiously make his endorsements.

(2) The Inspector-Instructor/Battalion Sergeants Major will routinely screen all MCEAS packages and will act as liaisons with higher headquarters.

5. Action. Commanders will ensure that they and their subordinate leaders are well versed in the spirit and intent of this order. As leaders of Marines, we will do the right things - by exhausting all measures in attempting to re-motivate/re-dedicate our wayward Marines. Only after they are deemed unsalvageable, will we process and separate the sub-standard, non-compliant Marines as expeditiously as possible. We will accomplish this by accurate and detailed reporting and documentation.